

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Cube Relay install for PLC communications.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>7.14.15/1318</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>7.14.15/1802</u>	<u>4.7</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
 **If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

WM01812

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Shut down coupled on blower failed. Coupler ordered.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>7.22.15/1346</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>7.23.15/1604</u>	<u>24.3</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
 **If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a.		
6.	Start malfunction diagnosis		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file		
13.	If the procedures listed above were not followed, contact the site engineer immediately		

Signature: [Signature]

WM01813

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>GCCS lateral damaged.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>9.5.15/0932</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>9.5.15/1148</u>	<u>2.3</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Corrective Action Procedures for All Malfunctions		Check one of the following for each step:	
Step		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: *[Signature]*

WM01814

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Out of Nitrogen.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>9.7.15 / 1510</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>9.7.15 / 1626</u>	<u>1.3</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: *[Signature]*

WM01815

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Out of N Argon</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>9.7.15/2110</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>9.7.15/2224</u>	<u>1.2</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a		
9.	Fix the malfunction		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: X. F. B. 1981

WM01816

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments:	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	9.7.15/2318				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		9.8.15/1054	11.6		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

WM01817

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>FLARE sump watered in. Pump failing? Ordered new pump.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	9.9.15/0354				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		9.9.15/1358	10.1		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9.	Fix the malfunction		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file		
13.	If the procedures listed above were not followed, contact the site engineer immediately		

Signature: *[Signature]*

WM01818

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Sump Flare watered in.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>9.25.15/2124</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>9.26.15/1154</u>	<u>14.5</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: *[Signature]*

WM01819

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME:

Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Sump watered in.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>9.30.15/1116</u>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>9.30.15/1552</u>	<u>4.6</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

WM01820

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments:	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	10.2.15 / 1326		5.77		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		10.2.15 / 1912	0.1		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

WM01821

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments:	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	10-27-15/1314		24.33		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		10-28-15/1334	0.1		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ <i>Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)</i>		
4	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6	Start malfunction diagnosis.		
7	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9	Fix the malfunction.		
10	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

WM01822

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Utility Outage</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	12-3-15 / 1242		2.10		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		12-3-15 / 0248	0.1		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: _____

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Electrical Glitch? Troubleshooting.</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>12.3.15 / 0340</u>		<u>2.07</u>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>12.3.15 / 0544</u>	<u>0.1</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5.a.		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8.a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Off-gas Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Electrical Glitch? Troubleshooting</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP** Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>12.3.15 / 0546</u>		<u>3.20</u>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>12.3.15 / 0958</u>	<u>0.1</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a		
6.	Start malfunction diagnosis.		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]

STARTUP/SHUTDOWN/MALFUNCTION REPORT FORM

Section 1 - GCCS Components and Comments

SITE NAME: Cottonwood Hills RDF

<input checked="" type="checkbox"/>	Control Device or Fuel Skid - describe: <u>Utility Flare</u>
<input type="checkbox"/>	Gas Mover Equipment - describe:
<input type="checkbox"/>	Monitoring/Recording Equipment - describe:
Comments: <u>Bad Cube Relay & cuberelay carrier found & Replaced</u>	

Section 2 - All Events

Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Description (use pull-down menu)	SOP* Followed?	
					Yes	No**
<input checked="" type="checkbox"/> Shutdown	<u>12.3.15/0900</u>		<u>5.03</u>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Startup		<u>12.3.15/1402</u>	<u>0.1</u>		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Malfunction					Complete Section 3 Below	

* Standard Operating Procedure (SOP) for Flare/Fuel Skid Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan.

**If SOP in SSM Plan was not followed, notify site engineer immediately.

Section 3 - Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step:	
		Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction is causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. <i>If conditions are unsafe, notify your supervisor and follow steps under No. 3</i>		
2.	Determine if landfill gas being released to the atmosphere (can you smell landfill gas, or measure or detect uncombusted gas flow?). <i>If landfill gas is being released, follow steps under No. 3</i>		
3.	If unsafe operating condition exists, or landfill gas is being released to the atmosphere, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions. b. Place a temporary cap on piping c. Apply other device (i.e. duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____ Note: If flare is shut down, follow shutdown SOP and record shutdown time in Section 1 (above)		
4.	Determine if other personnel or resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. <i>If other personnel or resources are not needed, go to No. 6</i>		
5.	Contact qualified personnel or resource. a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #5 a.		
6.	Start malfunction diagnosis		
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). <i>If other resources are not needed, go to No. 9</i>		
8.	Contact other qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in #8 a.		
9.	Fix the malfunction.		
10.	Once the malfunction is fixed, re-start the system per SOP if it had been shut down, and record start-up times and dates on this form.		
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.		
12.	Sign this form, copy it, and place it in the Start-up, Shutdown, Malfunction Report Form file.		
13.	If the procedures listed above were not followed, contact the site engineer immediately.		

Signature: [Signature]